

PLAN COMMISSION SUBMITTAL CHECKLIST

ADDITIONAL SUBMITTAL REQUIREMENTS

R E S I D E N T I A L D E V E L O P M E N T S



The following items must be completed before building permits are issued:

1. **Contract. In Planned Unit Developments** a contractual agreement between the City and the owners of the development outlining all of the obligations and commitments required by the City.
2. **Certified Survey Map.** A Certified Survey Map must be submitted showing all rights-of-way, easements, existing buildings, and exact net area as per Section 23.051 of the Municipal Code. A subdivision plat may be accepted as an alternative. A full size, photographic mylar reproducible tracing shall be submitted to the Engineering Department.
3. **Payments, Dedications, and Improvements.** All payments, dedications, and improvements

required and regulated by the Code of the City of Waukesha, shall apply to Commercial Planned Unit Developments and Shopping Centers, and shall be filed in the proper office of the City before issuance of building permits.

4. **Bonds.** The Council may require the posting of a surety bond prior to the issuance of building permits to guarantee timely completion of all obligations in the contract and in compliance with approved Final Development Plans.



A Certified Survey Map must be submitted showing all rights-of-way, easements, existing buildings, and exact net area...

CITY OF WAUKESHA

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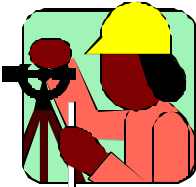
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RESIDENTIAL DEVELOPMENTS— SUBMITTAL CHECKLIST

Submittals to the PLAN COMMISSION require seven (7) complete collated sets of all items listed below along with a digital copy. (JPG, PDF, CAD). This must be submitted to the Department of Community Development by 4:00 pm on Tuesday of the week before a Plan Commission meeting in order to be placed on the agenda for that meeting. These sets should be full-size sets and rolled plans are preferred but if this is not possible, at least one set should be unfolded. One set should be colored for presentation.

PRELIMINARY PLAN REVIEW

1. A **Written Statement** containing a general description of the project, including ownership, the number of phases for development, if more than one, the area of each phase, the number of buildings, the number of units, and the number of bedrooms in each unit.
2. A **Plat of Survey** by a registered land surveyor, showing thereon the exact net area of the site, and of each phase, if more than one phase.



A Plat of Survey by a Registered Land Surveyor must be submitted .

3. A **Site Plan**. An accurate scale map of the proposed development at an engineers scale of at least 1"=40' showing the following where applicable:
 - ?? Existing and proposed topography referenced to City datum and platted at 2 foot contour intervals extending at least 20 feet onto adjoining property.
 - ?? All existing rights-of-way, easements, pavements, structures, utilities, drainage facilities, lot lines and natural features such as wooded areas, streams, ponds, wetlands, and floodplain;
 - ?? Locations, dimensions, and grades of all proposed structures, with each structure referenced to the building plans, and including (on drawing) the locations and grade of all buildings within 100' of property;
 - ?? Locations and dimensions of all proposed roadways, drives, walks and parking area and stormwater management facilities.
 - ?? Locations and identification of all recreation facilities;
 - ?? Generalized landscaping plans showing areas to be planted and nature of plantings; and
 - ?? General utility system plans, including sanitary sewer, storm drainage and water distribution, in sufficient detail to allow evaluation of their adequacy. The developer shall consult with the Engineering Department and the Water Utility for direction.
4. **Building Plans** of sufficient detail to illustrate the architectural character of every building including the following:

Partial building elevation sketches indicating representative materials, finishes, and architectural style, with reference to all sides of every building, together with representative floor plans and indicating common areas.

5. A **Review Fee** equal to \$300 plus \$15 per residential unit.

FINAL PLAN REVIEW

1. A **Detailed Grading Plan** at an engineers scale of at least 1"=40' showing the following:
 - ?? The precise locations and dimensions of all proposed structures including proposed first floor grades and garage floor grades. Distances between structures and from structures to property lines must be accurately shown.
 - ?? The precise locations, dimensions, and grades of all other site details, including signs, lighting, trash enclosures, storage buildings, snow storage areas, storm sewer inlets, retaining walls fences, and all existing trees proposed to be saved. Detailed spot grades must be show at the top and bottom of all proposed retaining walls and along the bottom of all proposed drainage swales.
 - ?? The precise location, dimensions, and detailed spot grades of all proposed roadways, driveways, parking areas and walks including future sidewalks on public right-of-ways. Spot grades must be shown at the corners of all parking areas and walkways and along the top and bottom of curbing along all roads and drives.
 - ?? Actual surveyed spot grades showing the existing grades wherever proposed development is proposed to blend with existing development, such as along any existing sidewalks, or along the property lines of adjoining properties.
 - ?? All grades shall be referenced to City Datum.
2. A **Stormwater Management Plan** showing details of how and where stormwater will be handled.
3. A **Landscaping Plan** showing existing and proposed plant materials with location, type and size of all proposed plans and the location of

all existing plants to be saved.

4. A **Utility Plan** showing existing and proposed sanitary sewer, storm sewer, water lines, gas, telephone, and electric lines and transformer location. Plans shall be precisely engineered including locations, grades materials, and sizes and shall show connections to existing utilities. Plans shall include easements over utility lines as may be required.
5. **Building Plans** for every building shall include the following:
 - ??Precise floor plans of every floor, of every building.
 - ??Precise elevation drawings of all exterior sides of buildings, indicating materials, finishes, and colors, and all exterior mechanical appurtenances such a heating or air conditioning equipment and vents and satellite dishes; and roof-top screening.
5. **Other Plans** showing the exact design and dimensions of all other structures, such a trash enclosures, retaining walls, light fixtures, storage buildings, recreational equipment, and fences.
6. A **Review Fee** equal to \$200 plus \$10.00 per residential unit

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